

OIA INSTRUCTION NO. 20-13

PERSONNEL
April 1978

SUBJECT: Policy on Internal Reassignment of OIA Personnel

GENERAL

1. It is the policy of the Office of Imagery Analysis to encourage changes of assignment within the Office where the changes promise to enhance the capabilities of the Office to perform its mission and to benefit the career development of the individuals involved. Changes may involve movement between substantive or geographic areas, and between imagery analysis and staff/production assignments.

2. I fully recognize, however, that OIA must maintain its continuity of substantive expertise. The demonstrated professional competence of OIA depends in large measure on the depth of experience and specialized knowledge it has in each substantive area. Excessive turnover would tend to weaken this asset.

OBJECTIVES

3. Several desirable objectives can be served by carefully planned changes of assignment:

a. Flexibility. The work of OIA is subject to shifts of emphasis as the needs of the users of OIA's production change and as new analytical problems arise. Some persons may need to be reassigned occasionally so that the allocation of OIA's resources is consistent with the priorities of its tasks.

b. Recognition of individual capabilities and preferences. A change of assignment may be desirable when there is reason to believe that an individual could perform more effectively in a different position. This circumstance may develop, for example, when an individual (or the individual's supervisor) finds through experience that his or her aptitudes and interests do not match his current responsibilities. In other cases, an individual's professional growth may qualify him or her for larger responsibilities. And sometimes a move may be useful simply to give an individual the stimulus of a change.

c. Career development. The managerial and senior staff positions in OIA--and elsewhere in the Agency--are generally filled by people who have had experience and performed well in a variety of responsibilities. The opportunity to gain a broad range of experience through several assignments serves both the persons who aspire to such positions and the needs of the Office for development of future leadership.

POLICIES AND PROCEDURES

4. The following policies and procedures will apply in the planning and implementation of reassignments within OIA:

a. Consideration of a person for reassignment may be initiated either by the interested individual or by his or her supervisor. Alternatively, he or she may consult directly, on a confidential basis if desired, with the Career Development Office.* When a supervisor decides to recommend reassignment for an employee, the supervisor will discuss the matter with the individual and afford him an opportunity to voice his own preferences.

b. Expressions of interest in reassignment may range from tentative discussions for the purpose of exploring possibilities to definite requests for reassignment. An expression of interest that is more than exploratory will be passed to a member of the OIA Career Service Panel** and may be discussed at the next meeting of the Panel. Recommendations from supervisors regarding reassignments will be handled in a similar manner.

c. While the preferences of the individual will always be taken into consideration, it should be recognized that the needs of the Office may make it necessary on rare occasions for the Director of Imagery Analysis to make directed assignments.

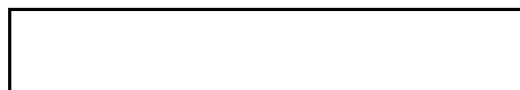
*Currently [redacted] Imagery Analysis

**The members of the OIA Career Service Panel are the Office Director (Chairman), the Deputy Director, the Executive Officer, the division chiefs, and the Chief, Production Group. The Chief of the Administrative Staff is the Secretary of the Board.

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d. In each case, every effort will be made in the planning and implementation of reassignments to insure that other career development considerations such as promotion and selection for external training are not adversely affected by reassignment. For example, the potential impact of reassignment on the timing of promotion recommendations will be explicitly considered by the Career Service Panel in its discussions of possible reassignments.



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